

**Jefferson County
Position Description**

Name:		Department:	Human Services
Title:	Comprehensive Community Services (CCS) Facilitator	Pay Grade: 8	FLSA: Non-exempt
Date:	November 2014	Reports To:	CCS Supervisor

Purpose of Position

The purpose of this position is to provide rehabilitative service to consumers diagnosed with Mental Health and/or Chemical Dependency disorders and enrolled in the Comprehensive Community Services Program and to reduce the negative impact of mental health and/or substance abuse disorders.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Completes mental health assessments, including suicide and homicide assessments, collecting information about a client's past and current mental health and substance abuse issues, medical problems, and family and social interactions.
- Develops recovery treatment plans for improving or eliminating the effects of mental health and/or substance abuse for the consumer.
- Participates in a team developed Recovery Planning Services, designed to provide the highest level of independent functioning and quality of life possible and desired by the consumer.
- Facilitates and provides psychosocial rehabilitative services as specified in the Comprehensive Community Services Service Array.
- Maintains knowledge of the applicable statutes, administrative codes, agency policies and procedures, administering mental health treatment per DHS 34 and 35. Adheres to the code of ethnic standards.
- Supervises court orders regarding mental health, guardianship and protective placement of consumers, monitors compliance with orders and testifies in court when needed.
- Facilitates services to help the client receive assistance needed to meet and/or maintain independent living goals, including completing efficient, case reviews and person centered

treatment planning, advocating on behalf of the client, coordinating crisis services and services with schools, private and other non-profit providers and organizations.

- Assists clients in communication and interpersonal skills such as problem solving, conflict resolution, assertiveness and individual or group interventions.
- Monitors client symptoms.
- Assists clients through Psychoeducation, Recovery Education and Illness Management. Prepares accurate and timely documentation as required for individual consumers, providers and program reports.
- Completes annual compliance training and adheres to Human Services compliance policies and procedures.
- Adheres to and promotes safety as a priority in the workplace.
- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Performs other duties as assigned or as may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Completes intake forms, assessment documents, clinical notes and a variety of reports.

Minimum Training and Experience Required to Perform Essential Job Functions

Master's Degree in Social Work or related field, 3000 hours of post graduate, supervised clinical experience and/or 2 to 3 years' experience required. Professional licensure preferred. A valid motor vehicle operator's license or access to transportation required.

Other Requirements:

Training:

- If licensed, complete 30 hours of continuing education to maintain license every 2 years. CEU's to include training and education specific to working with children, if applicable
- Complete orientation and training for EMH services as defined in DHS 34.21 (8)

Work Conditions: Frequent exposure to physical and verbal abuse

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date